

# Application for Certification

## Lead-Based Paint Professional

Abatement Worker  
Supervisor  
Inspector  
Risk Assessor  
Project Designer

Revised August 2006



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

**Lead-Based Paint Program**

PO Box 42525, Olympia, Washington 98504-2525  
360-586-LEAD (5323) • Fax 360-586-5880

## INSTRUCTIONS

### Who should use this application?

- Individuals applying for WA State certification for the first time.
- Individuals whose WA State certification has expired.

### Follow the steps below for completing the application process.

#### ***STEP 1 – All applicants***

Review the eligibility requirements and acceptable documentation on Pages 3 through 6 of this packet to ensure you meet the training, education and experience requirements for the discipline for which you are requesting certification. Call 360-586-5323 if you have questions regarding eligibility or need assistance in completing the application. Submitting an incomplete application will result in a delay in processing your certification.

#### ***STEP 2 – All applicants***

Complete and sign the *Application for Lead-Based Paint Certification – Individual* form included in this packet.

#### ***STEP 3 – Applicants for Supervisor, Risk Assessor, Project Designer***

Complete the *Proof of Experience* form or provide documentation of work experience as described on Page 6, Acceptable Documentation.

#### ***STEP 4 – Applicants for Supervisor, Inspector, Risk Assessor, Project Designer***

You must take and pass a qualifying Certification Exam. All exams are held at the CTED Offices in Olympia. Complete the *Certification Examination Request Form* to request your preferred exam date and time. Exam dates and filing deadlines are listed on the form. A complete application must be submitted by the filing deadline for the test date you are requesting in order to be eligible to take the exam.

#### ***STEP 5 – All applicants***

Submit photo copies of course completion certificates for all required training courses. *Course completion certificates are valid for 6 months from date of course completion.*

Submit photo copies of official transcripts or diplomas for those disciplines with specific education requirements. Refer to the Eligibility Requirements and Acceptable Documentation sections on Pages 3 through 6 of this packet.

#### ***STEP 6 – All applicants***

Submit two recent passport photos. Photos must be printed on glossy photo paper, in proper proportion, and be of a quality suitable for creating identification badges. Digital photos may be accepted if they are of a quality and file type supported by our equipment. Call our offices if you have questions regarding passport photos.

#### ***STEP 7 – All applicants***

Mail your application packet with the required \$25 fee for each discipline. Send check or money order made payable to CTED and completed application to: CTED/Lead-Based Paint Program, PO Box 42525, Olympia WA 98504-2525.

## Eligibility Requirements

***Required Training Courses*** – To be eligible for certification to perform work as a lead-based paint professional in the state of Washington, you are required to attend an initial training course in the discipline for which you are requesting certification. Training courses must be through a training provider who has received accreditation from the Department of Community, Trade and Economic Development. *Note: Certification as a Lead-based Paint Risk Assessor requires attending the Inspector and Risk Assessor training courses.*

***Experience and Education*** – Most disciplines have specific education and/or experience requirements. See the list below to determine if you meet the experience and/or eligibility requirements for the discipline for which you are requesting certification.

***Certification Examination*** – In addition to the course completion examination given at the training course, certification in most disciplines requires that you take and pass a WA state certification examination. You must take and pass the certification examination within six months of receiving a course completion certificate. You may take the certification exam no more than three times within that six-month period. If you fail to pass the certification exam within six months of receiving your course completion certificate, you must successfully retake the appropriate initial training and receive a new course completion certificate prior to reapplying for certification with this department.

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#### **Abatement Worker Requirements:**

Training: Successfully complete a CTED-accredited initial training course in the Lead Abatement Worker discipline and receive a course completion certificate.  
*Note: Course completion certificates are valid for six months from the date of course completion.*

Experience: None required

Education: None required

Examination: None required

#### **Supervisor Requirements:**

Training: Successfully complete a CTED-accredited initial training course in the Lead Supervisor discipline and receive a course completion certificate.  
*Note: Course completion certificates are valid for six months from the date of course completion.*

Experience: One year of experience as a certified lead-based paint abatement worker;  
or  
At least two years of experience in a related field (e.g. lead, asbestos, or environmental remediation work) or in the building trades.

Education: None required

Examination: Take and pass the CTED-administered Supervisor certification examination within six months of receiving your course completion certificate.

### **Inspector Requirements:**

Training: Successfully complete a CTED-accredited initial training course in the Lead Inspector discipline and receive a course completion certificate.  
*Note: Course completion certificates are valid for six months from the date of course completion.*

Experience: None required

Education: None required

Examination: Take and pass the CTED-administered Inspector certification examination within six months of receiving your course completion certificate.

### **Risk Assessor Requirements:**

Training: Successfully complete a CTED-accredited initial training course in the Lead Inspector discipline and receive a course completion certificate.

**and**

Successfully complete a CTED-accredited initial training course in the Lead Risk Assessor discipline and receive a course completion certificate.  
*Note: Course completion certificates are valid for six months from the date of course completion.*

Experience & Education: Bachelor's degree and one year experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction);

**or**

Certification as an industrial hygienist, an engineer, a registered architect, certified safety professional, registered sanitarian, or registered environmental health specialist;

**or**

A high school diploma (or equivalent), and at least three years of experience in a related field (e.g. lead, asbestos, environmental remediation work, or construction).

Examination: Take and pass the CTED-administered Risk Assessor certification examination within six months of receiving your course completion certificate.

### **Project Designer Requirements:**

Training: Successfully complete a CTED-accredited initial training course in the Lead Supervisor discipline and receive a course completion certificate.

**and**

Successfully complete a CTED-accredited initial training course in the Lead Project Designer discipline and receive a course completion certificate.

*Note: Course completion certificates are valid for six months from the date of course completion.*

Experience &

Education: Bachelor's degree in engineering, architecture, or a related profession, and one year of experience in building construction and design or a related field;

**or**

Three years of experience as an AHERA-certified project designer;

**or**

Four years of experience as an AHERA-certified supervisor or as a certified lead-based paint abatement supervisor.

Examination: Take and pass the CTED-administered Supervisor certification examination within six months of receiving your course completion certificate.

## Acceptable Documentation

- Proof of Training:*** Photo copy of current course completion certificate from a CTED-accredited training provider. Certificate must be for an initial training course and for the appropriate discipline.
- Proof of Education:*** Photo copy of official academic transcripts or diploma.
- Proof of Experience:*** Complete the *Proof of Experience* form (contained in this application packet) or provide documentation of work experience in writing listing:
- Name of Applicant
  - Name and address of employer
  - Name and phone number of supervisor
  - Employment dates
  - Description of specific duties that relate to the requirements for the discipline, and
  - The percentage of time performing those applicable duties.

The Proof of Experience form or documentation of work experience must be signed by the supervisor or employer and must contain a statement verifying the information contained on the document is true and correct.

*Note:* Self-employed individuals may submit a *notarized* affidavit attesting to the work experience claimed while self employed for the purpose of certification. The affidavit must include the individual's name, address, and phone number; type of work performed that relates to the requirements for the discipline, time period when the work was performed, and percentage of time performing the applicable duties. A licensed notary public must notarize the affidavit.

***Supporting documentation*** – Resumes and letters of reference may be submitted in support of your proof of experience; however, these documents will not be accepted in lieu of the proof of experience described above.

# Application For Lead-Based Paint Certification – Individual

Department of Community Trade and Economic Development  
Lead-Based Paint Program  
PO Box 42525, Olympia, Washington 98504-2525  
360-586-LEAD (5323)  
Fax 360-586-5880

<b>For Department use only</b>	
Cert. #	_____
Issuance Date	_____
Expiration Date	_____

***I am applying for certification in the following discipline(s): (check all that apply)***

- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> Risk Assessor | <input type="checkbox"/> Supervisor | <input type="checkbox"/> Project Designer |
| <input type="checkbox"/> Inspector     | <input type="checkbox"/> Worker     |   |

**Fees** - \$25 for each discipline. Make checks payable to CTED.

## Application must be complete and legible

My application is for ☐ first-time certification ☐ expired certification. If expired, list Cert. No. \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Social Security Number (REQUIRED BY LAW): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Residence Mailing Address: \_\_\_\_\_  
Number Street Apt. #

### ***Send mail to my:***

- ☐ Home Address  
☐ Work Address

\_\_\_\_\_ City State Zip Code

\_\_\_\_\_ Home Telephone # FAX #

\_\_\_\_\_ Email Address

Business or Firm Name: \_\_\_\_\_

Firm Mailing Address: \_\_\_\_\_  
Number Street Suite #

\_\_\_\_\_ City State Zip Code

\_\_\_\_\_ Work Telephone # Mobile/Cellular # FAX #

## Application Checklist

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Application Signed         | <input type="checkbox"/> Documentation of Experience                | <input type="checkbox"/> Documentation of Education |
| <input type="checkbox"/> Application Fee(s)         | <input type="checkbox"/> Documentation of Lead-Based Paint Training |   |
| <input type="checkbox"/> Two Recent Passport Photos |   |   |

**I certify that I have read and shall comply with Chapter 365-230 WAC and the provisions therein, and that the information and documentation given in this application is complete and accurate to the best of my knowledge.**

Signature  
of Applicant: \_\_\_\_\_

Date Signed: \_\_\_\_\_

SUBSCRIBED AND SWORN  
To before me this date:

Notary Public:

Residing at:

My Commission Expires:

**SEAL**

## Proof of Experience Form

# Individual Lead-Based Paint Certification

*This form must be filled out completely and accurately.*

Complete a separate form for each job you wish to use for qualifying experience. Photocopy this form if you need additional copies. ***If you are self-employed, you must also provide a notarized affidavit attesting to your experience*** (Sample affidavits are available from our office. Call 360-586-5323). See the instructions on Page 6 of the application packet, Acceptable Documentation.

## Applicant Information

Applicant Name: \_\_\_\_\_ Self Employed? \_\_\_\_ Yes \_\_\_\_ No  
If yes, see requirement above

WAL &amp; I Reg.# if applicable:\_\_\_\_\_

## Employer Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

## Experience Information

Describe the specific duties or tasks performed while working with this employer that apply to the discipline for which you are requesting certification. *(Refer to pages 3 through 5 of the application packet for experience requirements.)*

Dates applicant was employed to do the work described above: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ = Months \_\_\_\_\_  
m d y m d y

Percentage of time applicant did the work described above: %

Multiple months worked by percentage of time. \_\_\_\_\_ months X \_\_\_\_\_ % = \_\_\_\_\_ total applicable experience.

**Declaration and Signature of Employer** *(Must be signed by supervisor or employer see above if self-employed)*

I certify that the information contained in this document is complete and accurate to the best of my knowledge.

Employer/Supervisor Signature \_\_\_\_\_

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Print name of Employer/Supervisor

Title of Employer/Supervisor

Date Signed \_\_\_\_\_

Name : \_\_\_\_\_

Phone: (            )                      FAX: (            )

p.m. = 1:15 p.m. to 4:30 p.m.

<input type="checkbox"/> Inspector	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.
<input type="checkbox"/> Risk Assessor	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.
<input type="checkbox"/> Supervisor	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.

## Exam Dates

- ☐ December 7, 2005
- ☐ January 4, 2006
- ☐ February 1, 2006
- ☐ March 1, 2006
- ☐ April 5, 2006
- ☐ May 3, 2006
- ☐ June 7, 2006
- ☐ July 5, 2006
- ☐ August 2, 2006
- ☐ September 6, 2006
- ☐ October 4, 2006
- ☐ November 1, 2006
- ☐ December 6, 2006

## Filing Deadlines

- November 23, 2005  
December 21, 2005  
January 18, 2006  
February 15, 2006  
March 22, 2006  
April 19, 2006  
May 24, 2006  
June 21, 2006  
July 19, 2006  
August 23, 2006  
September 20, 2006  
October 18, 2006  
November 22, 2006

## **Requirement for Social Security Numbers on Applications for Professional Licensure**

You are required to provide your Social Security Number as part of your application for certification as a lead-based paint professional in Washington State. This is a **mandatory** requirement and is based on the Federal and state laws listed below:

### **FEDERAL:**

The federal personal responsibility and work opportunity reconciliation act of 1996, P.L. 104-193, requires states to collect social security numbers as part of the application process for professional licenses, driver's licenses, occupational licenses, and recreational licenses.  
*(Read this law in its entirety at [www.archives.gov/federal\\_register/index.html](http://www.archives.gov/federal_register/index.html))*

### **STATE:**

RCW 26.23.150 - Recording of social security numbers -- Compliance with federal requirement -- Restricted disclosure.

In order to assist in child support enforcement as required by federal law, all applicants for an original, replacement, or renewal of a professional license, commercial driver's license, occupational license, or recreational license must furnish the licensing agency with the applicant's social security number, which shall be recorded on the application.  
*(Read this law in its entirety at [www.leg.wa.gov/rcw](http://www.leg.wa.gov/rcw))*